

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: LABORATORY MANAGER

DEFINITION

Under general supervision, to direct, supervise, and review the work of laboratory personnel; to direct laboratory operations; and perform other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the Level 1 management class with responsibility for the City's Laboratory Services section. The Laboratory Manager is responsible for the supervision of staff and management of the section.

REPORTS TO: Wastewater Systems Manager and/or the Compliance and Monitoring Manager as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Wastewater Systems Manager and/or the Compliance and Monitoring Manager. Exercises both general and direct supervision over laboratory and administrative support staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Determine which methods would be most effective and efficient for analyses.
- Interview, select, train, schedule, motivate, evaluate and supervise laboratory personnel.
- Establish and monitor quality assurance and quality improvement procedures and systems.
- Maintain laboratory certification with the California State Department of Health Services.
- Establish laboratory budget and maintain laboratory inventory.
- Develop, review, approve and implement laboratory procedures.
- Prepare, review, and/or approve State, Federal, Division, Industrial Waste and other client reports.
- Confer with and report to regulatory agencies.
- Coordinate with Operations and Industrial Waste staff.

QUALIFICATIONS

Knowledge of:

- Principles and practices of management, supervision, training and budgeting.
- Principles and practices of analytical chemistry, bacteriology, and biology.
- Standard laboratory methods, materials, practices, techniques and equipment.
- Occupational hazards and standard safety precautions necessary in the work.

- State and Federal environmental regulations.
- Statistical methods of data quality control.
- Quality Management and Improvement.
- Data management and reporting.
- Use and operation of microcomputers including computerized laboratory information management systems, report generation and interpretation.
- General wastewater pretreatment and treatment requirements.

Ability to:

- Plan, organize, and perform a variety of advanced laboratory analyses and examinations.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and supervise preparation of complex and comprehensive technical reports as directed by the division or regulatory agencies.
- Plan schedules for, and delegate duties to, the laboratory personnel.
- Establish short and long range goals and strategic direction of the laboratory services section.
- Perform all aspects of project management including quality assurance and control, data review and reporting, billing and fulfilling client requirements.
- Foster a customer service attitude.
- Evaluate laboratory needs for personnel, equipment, chemicals and building space and take necessary steps, including communication with upper management, to see that these needs are filled.
- Develop and monitor a quality assurance program.
- Explain laboratory data and procedures to representatives of regulatory agencies and see that all regulatory requirements are met.
- Plan an annual laboratory budget and maintain the laboratory inventory within that budget.
- Maintain a certified laboratory.
- Select, train, supervise and evaluate laboratory personnel.
- Troubleshoot minor equipment failures and inconsistent analytical results.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree in chemistry, biology, microbiology, biochemistry, environmental science, sanitary or public health engineering, natural or physical science.

Experience: Four years of experience performing chemical, bacteriological, and biological analyses, preferably in a wastewater treatment laboratory, three years of which have been as a supervisor or a lead person. A Master's Degree in chemistry, biochemistry, biology,

microbiology, environmental, sanitary or public health engineering, natural or physical science may be substituted for one years of the required experience. A Doctorate Degree in chemistry, biochemistry, environmental, sanitary, or public health engineering, biology, microbiology, natural or physical science may be substituted for two years of the required experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a current Grade II Laboratory Technologist certificate issued by the California Water Environment Association or the California/Nevada section of the American Water Works Association.

Possession of a Grade III Laboratory Technologist Certificate issued by the California Water Environment Association within 18 months from date of appointment.

Possession of a Grade IV Laboratory Technologist is highly desirable.

A Master's Degree or a Doctorate Degree in chemistry, biochemistry, environmental, sanitary, chemical or public health engineering, biology, microbiology, natural or physical science may be substituted for the Grade III or Grade IV CWEA or AWWA certification.

Work overtime, weekends, and holidays as required.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Laboratory Manager

TO: Compliance and Monitoring Manager